

Experience and Past Performance Questionnaire

Offeror:	
Contract Number:	
Agency/Company:	

1. Provide the following information concerning the contract

a. Type of Contract

Cost plus fixed fee	
Cost plus award fee	
Firm Fixed-Price	
Other (Describe)	

b. Period of Performance (including extensions/options)

From:		To:	
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c. Type of services provided:

- ☐ Aerothermodynamics
- ☐ High Enthalpy Testing
- ☐ Thermal Protection Materials and Systems
- ☐ Computational Fluid Dynamics
- ☐ Space Vehicle Trajectory Analysis

Other _____

d. Size of the Contractor's work force (Work Year Equivalents [WYEs]) _____

Total work years provided under the contract (WYEs) _____

e. Contract dollar value \$ _____

GENERAL

1. List three of the contractor's major strengths:

- _____
- _____
- _____

2. List three of the contractor's major weaknesses:

- _____
- _____
- _____

SPECIFIC

Use the adjectival ratings to describe the contractor. Please select one rating per statement, using the following definitions. Please provide answers to the more detailed questions.

	Adjectival Rating	Definitions
E	Excellent	Of exceptional merit; exemplary performance in a timely, efficient and economical manner; very minor (if any) weaknesses with no adverse effect on overall performance.
VG	Very Good	Very effective performance, fully responsive to contract requirements accomplished in a timely, efficient and economical manner for most part; only minor weaknesses.
G	Good	Effective performance; fully responsive to contract requirements; reportable weaknesses, but with little identifiable effect on overall performance.
S	Satisfactory	Meets or slightly exceeds minimum acceptable standards; adequate results; reportable weaknesses with identifiable, but not substantial, effects on overall performance.
P	Poor/Unsatisfactory	Does not meet minimum acceptable standards in one or more areas; remedial action required in one or more areas; deficiencies in one or more areas which adversely affect overall performance.
N/A	Not Applicable	Not applicable to the contract being referenced.

a. TECHNICAL PERFORMANCE

	E	VG	G	N	S	P	N/A
Rate the overall technical quality of this contractor for your contract.							
Rate the contractor's compliance with technical and schedule requirements.							
Rate the contractor's flexibility and effectiveness in dealing with changes to technical requirements.							
Rate the contractor's ability to use innovation and resource-efficient solutions to satisfy requirements.							
Rate the contractor's key personnel technical performance and relevant experience.							
Rate the contractor's ability to assess technical performance and re-assign staff as necessary.							
Rate the contractor's record in undertaking corrective action when problems were encountered.							
Rate the contractor's record in proactive accomplishment of technical objectives.							
Rate the contractor's record in dealing with short-term requirements.							
Rate the quality, accuracy and completeness of technical documentation							

b. CONTRACT MANAGEMENT

	E	VG	G	N	S	P	N/A
Rate the contractor's record in managing both small and large tasks as well as the simultaneous management of a large number of varied tasks.							
Rate the contractor's conformance with the terms and conditions of the contract, including delivery of products and reports, and adherence to cost and schedule constraints.							
Rate the contractor's ability to manage subcontracts.							
Rate the effectiveness of the contractor's customer interactions							
Rate the contractor's record in hiring, retaining, and motivating high-caliber technical employees to address contract objectives.							
Rate the contractor's processes for responding to contract changes.							
Rate the performance of the contractor's procurement system.							
Rate the contractor's safety record.							
Rate the contractor's handling of labor-management relations.							
Rate the contractor's effectiveness in retaining incumbent employees during the first year of the contract if the contractor was not the incumbent.							
Rate the contractor's management of the phase-in period to ensure efficient continuation of operations during contract turn-over.							
Rate the contractor's management of technology transfer including export control, Government sensitive, and third party proprietary data issues.							
Rate the effectiveness of the contractor's process for New Technology Reporting, and the accuracy and timeliness of that Reporting							

1. Did the Contractor provide personnel with the appropriate skills and expertise to meet contract objectives at the start of and throughout the contract?

Yes ☐

No ☐

If no, please explain _____

c. CORPORATE MANAGEMENT RESPONSIVENESS

	E	VG	G	N	S	P	N/A
Rate the contractor's corporate management responsiveness to contract problems.							
Rate the contractor's corporate management involvement in the contract operations.							
Rate the qualifications and effectiveness of the contractor's on-site contract management.							
Rate the contractor's availability of corporate resources when required.							
Rate the stability and overall performance of the contractor's workforce.							
Rate the contractor's ability to maintain high quality contract performance when changes are made to lines of authority.							
Rate the contractor's ability to avoid overruns in direct and indirect overhead rates.							
Rate the contractor's ability to manage and resolve performance problems encountered.							
Rate the contractor's ability to hire and retain uniquely qualified individuals.							
Rate the contractor's processes for hiring foreign nationals of varying immigration status.							

1. Did the contractor attempt to hire foreign nationals for the contract?

Yes ☐No ☐

If yes, please discuss any issues that arose during the hiring action. _____

c. Other Information

1. If a new contractor, what was the percentage of incumbent staff retention during transition?

Key _____ Other _____

What percent of the incumbent staff did the Contractor attempt to retain?

Key _____ Other _____

Was this appropriate?

Was this the amount proposed?

2. Were there any problems experienced with hiring incumbents (e.g. salary, fringe benefits)?

Yes ☐No ☐

If yes, please explain _____

3. Did the Contractor provide the key personnel proposed?

Yes ☐ No ☐

If no, please explain _____

4. How many key and other personnel resigned during the first 12 months of the contract period of performance?

Key _____ Other _____

What was the breakout?

Incumbent _____ New Hire _____

5. Upon their departure, were key personnel replaced appropriately and in a timely manner?

Yes ☐ No ☐ N/A ☐

If no, please explain _____

6. If hiring was required at any time after the start of the contract, did the contractor identify appropriate vacancy skill sets and fill those vacancies with the appropriate skills and expertise in a timely manner?

Yes ☐ No ☐ N/A ☐

If no, please explain _____

7. If the contract grew in size or changed in scope, was the contractor proactive in meeting new requirements?

Yes ☐ No ☐ N/A ☐

If no, please explain _____

8. If the contract was de-scoped, please describe the contractor's approach to making the changes.

Comments:

9. Did any regulatory violations occur because of Contractor's actions?

Yes ☐ No ☐

OVERALL RATING

Using the adjectival ratings above, please assign an overall rating. _____

If the choice were yours alone, would you select this Contractor for the follow-on contract?

Yes ☐

No ☐

Comments:

Submitted By (Name and Title)

Date:

Agency/Office: _____

Telephone Number: _____